



TOOLBOX: ADDING STAFF MOPD IDs TO A DVN

For directors, family home providers & owners

Training records are created when trainers collect a participant's MOPD ID at a training session then enter the MOPD ID into the Missouri Workshop Calendar. If the trainer does not enter the MOPD ID the record will not appear on reports. Training records are associated with an individual's MOPD ID. The DVN must be set up in OPEN's Toolbox by adding MOPD IDs to the DVN to see staff/assistant training records. MOPD IDs can be obtained or looked up at www.mopdid.org. See instructions below.

QUESTIONS about any part of this process should be directed to OPEN:
1-877-782-0185 or umcheshdfs-open@missouri.edu.

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- 1) Create an account on OPEN's Toolbox. Visit www.openinitiative.org and click on Toolbox. Click "Create a Toolbox Account Now." ID _____ Password _____
 - 2) Log in to Toolbox account.
 - 3) Click "Permissions Agreement" form at bottom of page.
 - 4) Print and complete Permissions Agreement form and return to OPEN by fax at 573-884-4627 or by email at umcheshdfs-open@missouri.edu. OPEN will verify that the individual is associated with that DVN as the owner, director, training coordinator, etc. Multiple individuals may be granted permission for one DVN and one individual may have permissions for multiple DVNs. There will be a waiting period while OPEN reviews the request.

OPEN WILL CONTACT THE INDIVIDUAL BY EMAIL ONCE PERMISSION IS ESTABLISHED

- 5) After permission is granted, log in to the Toolbox.
- 6) Click on Program Data and select Manage My Staff. If the Program Data tab is not shown, this indicates your permission has not yet been granted.



- 7) Click Add.

MOPD ID	Last Name	First Name	Title	Hourly Wage	Months/Year	Hours/Week	Start Date
829944	Sample	Abby	Program Director	\$0.00	12.00	40.00	10/11/2012
829949	Sample	Betty	Lead/Head Teacher	\$0.00	12.00	40.00	10/11/2012
829950	Sample-Sample	Cutie	Assistant Teacher	\$0.00	12.00	40.00	10/11/2012
829951	Sample-Sample	Dottie	Lead/Head Teacher	\$0.00	12.00	40.00	10/11/2012
812288	Smith	Terry	Program Director	\$0.00	0	40.00	10/23/2012
830485	Super-Sample	Eddy		\$0.00	0	0	10/26/2012



8) Enter the staff/assistant MOPD ID and click Next twice. (It will not respond the first time, so please click twice.)

Welcome Terry Smith (812288) [Log Out](#)

MOPD Registry After School Program Data Core Competencies My Reports User Options

About My Program | Manage My Staff | Program Reports | Missouri Afterschool Program Standards

Add Staff ABC Sample Center

Personal Information

MOPD ID:

Or

Last Name: First Name: Middle Name:

Date of Birth: Last 5 SSN:

Next Cancel

9) Enter the staff/assistant start date. Other employment information can be added later in order to more quickly add all staff at this time. Click Save.

Add Staff ABC Sample Center

Personal Information ?

Last Name: Foulkes First Name: Teresa Middle Name: D.

Date of Birth: 7/15/1972

Employment Information ?

Start Date: 04/29/2013 Hourly Wage: 0.00 Months/Year: 0

Title/Position Information ?

Add Title

Save Cancel

10) Repeat for additional staff.

HOW TO RUN DVN TRAINING REPORTS

THE WEB BROWSER USED TO RUN REPORTS MUST BE INTERNET EXPLORER OR FIREFOX. GOOGLE CHROME DOES NOT SUPPORT THE REPORTS.

- A) Log in to the Toolbox.
- B) Select the "Program Reports" tab.
- C) Select "Program Training" report you would like to run from the dropdown box.
- D) Select the year, if necessary.
- E) Click "Launch Report."
- F) Reports may take several minutes to run. If the report times out or does not run, try again. If you try several times and the report does not work, contact OPEN at 1-877-782-0185 or umcheshdfs-open@missouri.edu.